Perfect Computer Solutions, Inc.
www.perfectcomputersolutions.com

Resident - User Manual

PURPOSE: This software package was created to maintain financial activity of individual Residents.

SUPPORT: Any Problems or questions **with installation** and use of Resident should be emailed to the following address: techsupport@perfectcomputersolutions.com Please put *Resident Database (and version number)* in the subject line.

All program bugs, issues, and suggestions for future expansion of the product should be submitted to our online bug tracking database at:
http://www.perfectcomputersolutions.com/Bugzilla/enter_bug.cgi

Help on writing bug reports is also available online at:
http://www.perfectcomputersolutions.com/Bugzilla/bugwritinghelp.html

NOTE: Bugs submitted via email or called in by phone will no longer be accepted. We apologize for any inconvenience this may cause.

SYSTEM REQUIREMENTS: Microsoft Windows NT, Service Pack 6, 98/2000, Internet Explorer 6, Pentium II or higher, 64 MB RAM, and 500 Megabytes of Hard Drive space. This software package is designed to be run at 800 x 600 resolution desktop size or larger. If the resolution size is any smaller (ie. 640 x 480), certain screens will not all fit on one display. Note: To change desktop settings, right click on an empty portion of the desktop, click properties, then click the "Settings" tab. This is where the desktop area can be changed to 800x600 or larger.

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Overview:

This software package was created to maintain financial activity of individual Residents. Residents and transactions can be added quickly and easily.

Data Input:

Certain information such as Facilities/ Units, Counselors, and Residents must be entered in order to begin using Resident. .

Other Optional Requirements:

This product is designed to export data into Quicken™. In Order to use these features Quicken 2002 must be installed. Although all efforts have been made to avoid compatibility issues with Quicken, We only recommend the use of Quicken 2002.

Networks:

Perfect Computer Solutions, Inc.'s Resident is Not designed to be used over a network. Perfect Computer Solutions is not responsible for other parties' setup failure, or any problems due to violations of the software license.

Software Installation:

NOTE: *Please read the software License Agreement on the CD enclosed before installing this software*.

Once the License Agreement is read and accepted:

1. Please check the System Requirements section on Page 1 of this User Manual to make sure you have all necessary requirements to run this software.

2. Open the envelope containing the Resident CD.
   Insert the Resident CD into the CD-ROM. This should AUTORUN.
   If it doesn't AUTORUN, double click on "My Computer" then double click the CD-ROM drive. Double click on the icon "Setup".

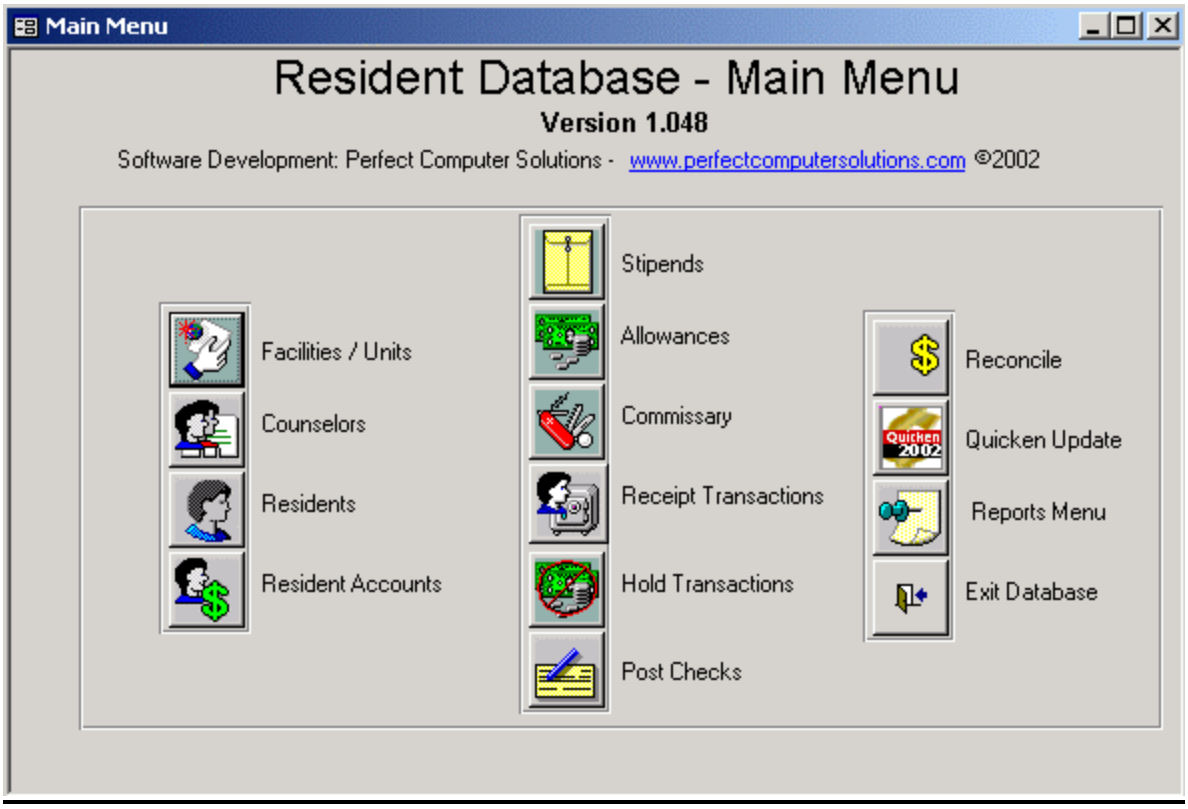
3. Follow Setup prompts to finish installing the software.

4. If there are multiple user environments contact the system administrator. Each user must login and reinstall this software using the above procedures.

5. Reboot system.

If there are any problems regarding the **installation** and use of Resident, they should be emailed to the following address: techsupport@perfectcomputersolutions.com. Please put *Resident Database (and version number)* in the subject line installation, or contact Computer Solutions, Inc. Technical Support at: (845)-255-8000.

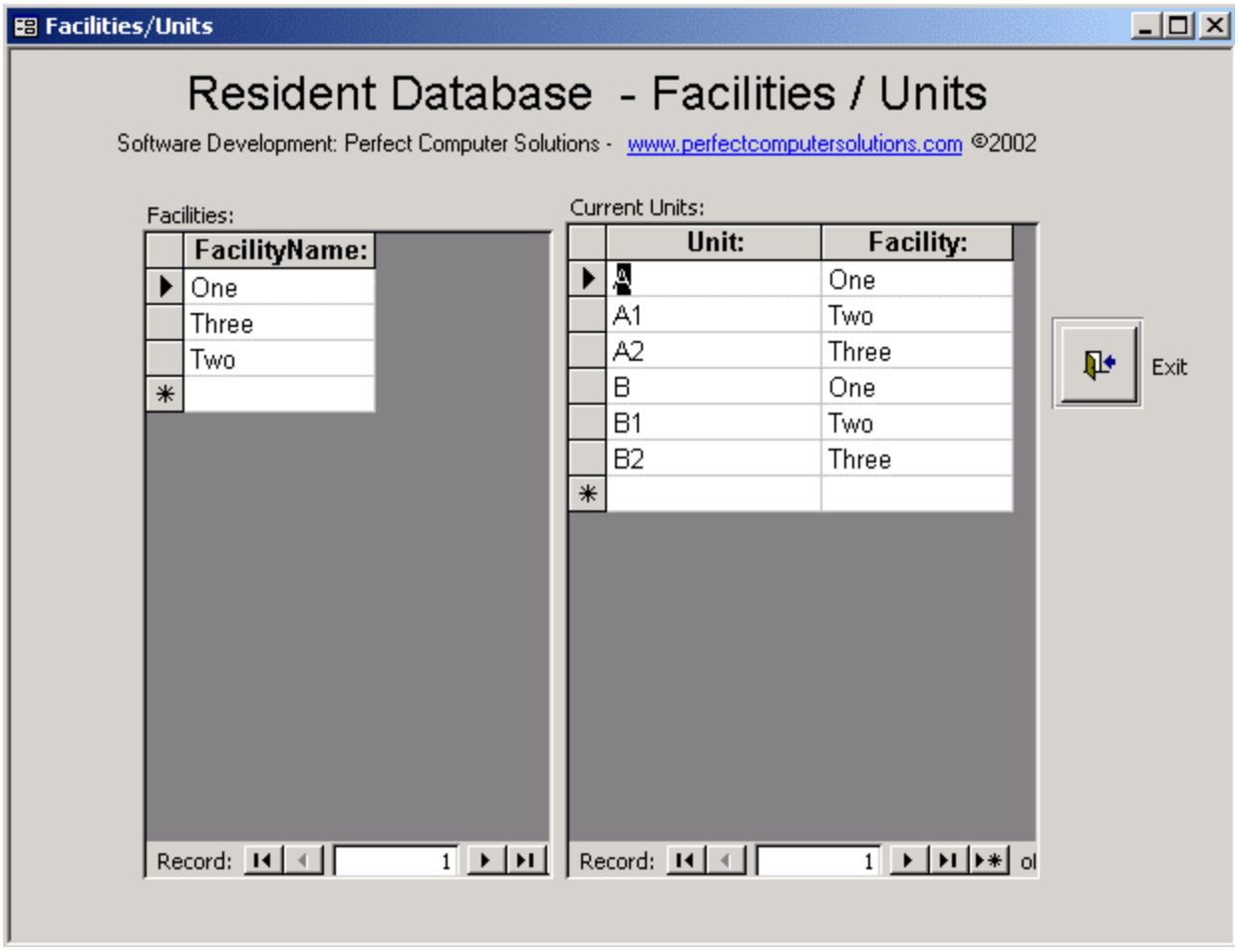
Resident - Main Menu:



The Main Menu gives access to all of the different functionality of the resident Application.

Resident - Facilities / Units:

This is the where the facility, and units can be added, deleted, or edited. Resident will support multiple facilities, and units.



First you must add the facilities. In order for the reports to function properly there must be at least one facility.

To Add a Facility: Click in the empty box and type in a name.

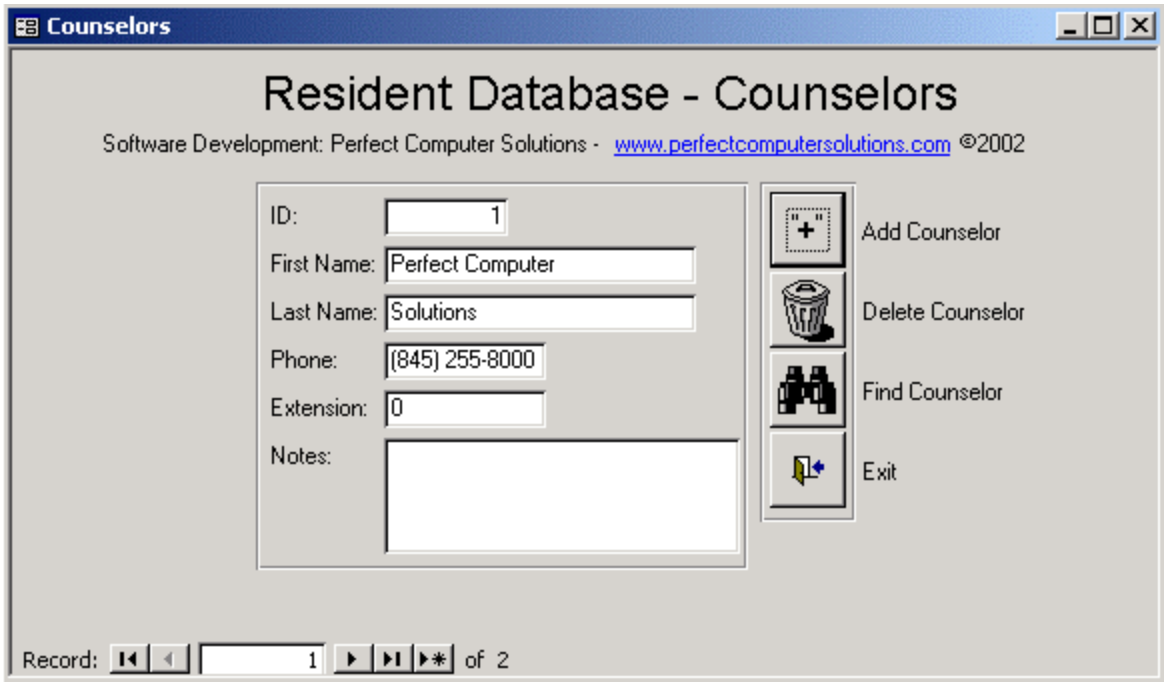
To Add a Unit: Click in the empty box under unit and type a name, next click on the facility box next to it, and it should provide a drop down list of the facilities entered in the system.

To Delete: Select a record by clicking the grey box to the left of the record. It should turn a darker grey, then press the delete key on your keyboard. This will delete the record.

Exit: will take you back to the Main Menu

Resident - Counselors

This is where information on Counselors can be added, edited, or deleted.



To Add a new Counselor: Simply click the "+" plus button, and a new record will appear. Next enter in the new Counselor information. When you are finished click exit, or continue to add or modify employees.

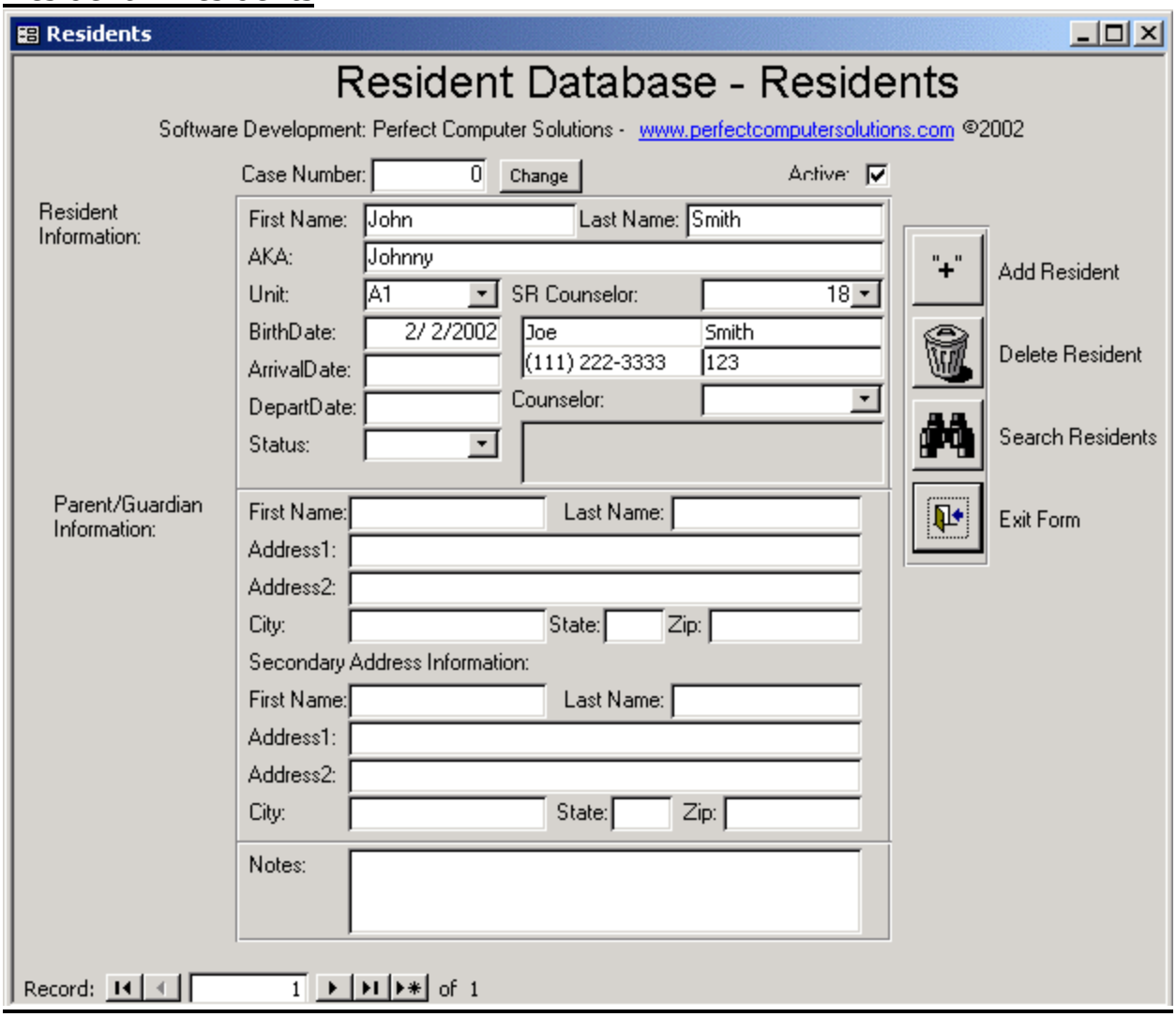
To Edit an existing Counselor: Click on the field you wish to change, and type in the new information, for that Counselor.

To Find an existing Counselor: Click on the search button, and enter the first few letters of the Counselor's Name. Then click on Search. Find the person on the list, and click go and it will open the record for that counselor.

To Delete a Counselor: Click on the delete button and the program will ask you to confirm the delete operation. Click "yes" to delete the Counselor, "No" to cancel the delete.

Exit: will take you back to the Main Menu

Resident – Residents



To Add a new Resident: Simply click the "+" plus button, and a new record will appear. Next enter in the new Resident information. When you are finished click exit, or continue to add or modify Residents.

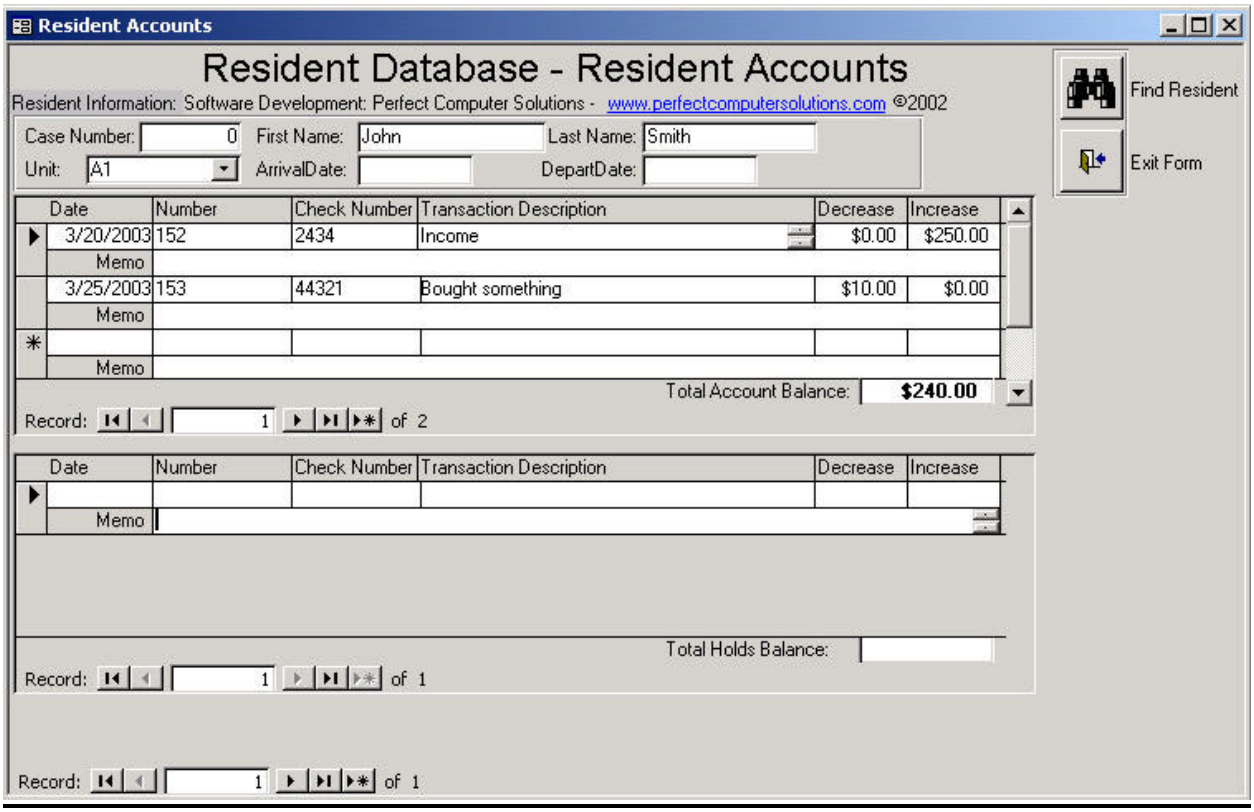
To Edit an existing Resident: Click on the field you wish to change, and type in the new information, for that Resident.

To Find an existing Resident: Click on the search button, and enter the first few letters of the Resident's Name. Then click on Search. Find the person on the list, and click go and it will open the record for that Resident.

To Delete a Resident: Click on the delete button and the program will ask you to confirm the delete operation. Click "yes" to delete the Resident, "No" to cancel the delete.

Exit: will take you back to the Main Menu

Resident - Resident Accounts



After adding Residents into the Application, you can now add transactions to their account, much like a checkbook register. The top is used to add incoming and outgoing transactions. The bottom is used to add holds on the account.

To Add: Click on an empty record field and start typing in information.

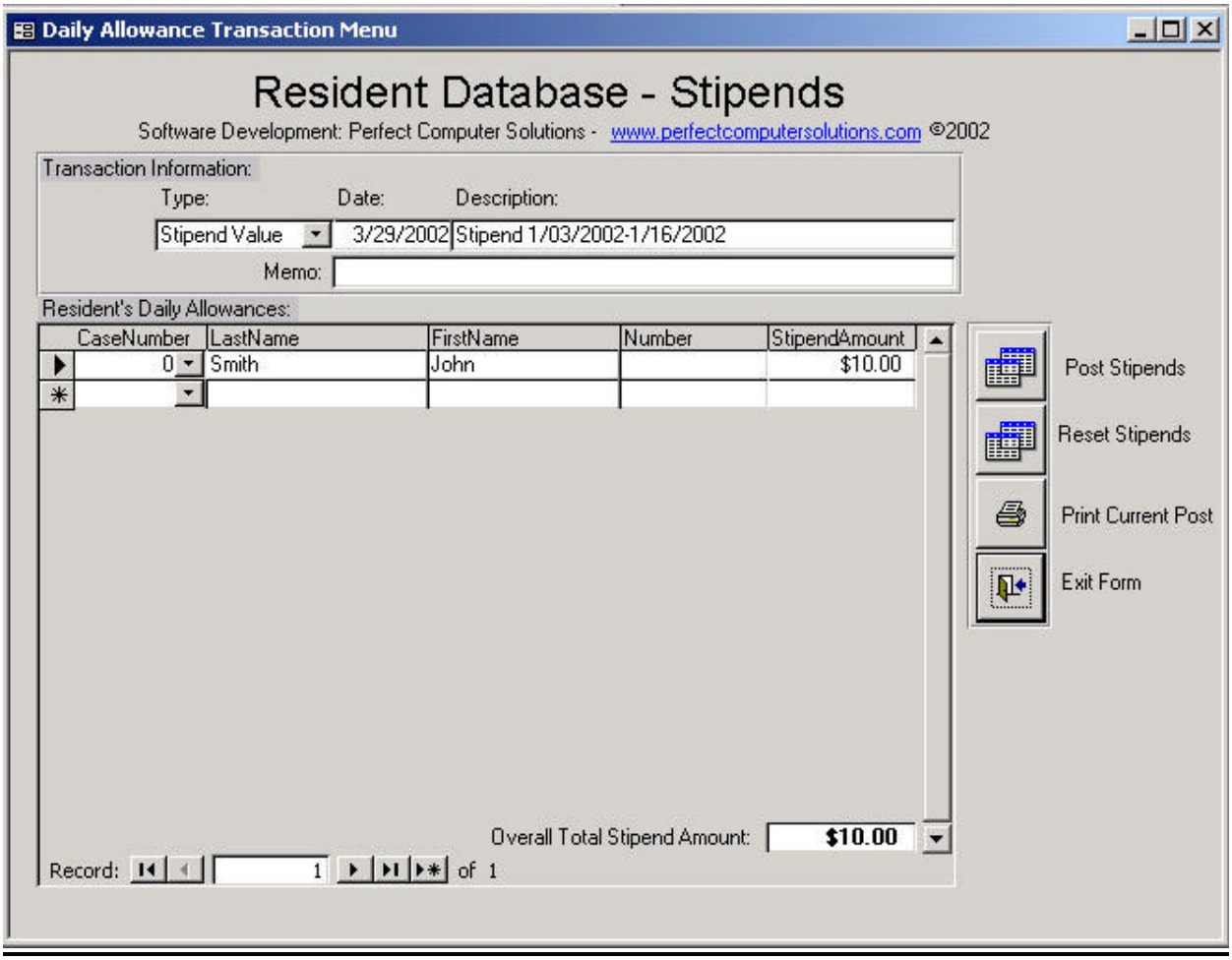
To Edit: Click on the record you wish to edit and simply change the information.

To Delete: Click in the grey area to the left of the record you wish to delete, it will turn a dark grey to show it has been selected. Then hit the delete key. To delete more than one record, hold the shift key down and click on another record. This will select all of the records between the two clicked on.

The **Search** button will take you to the search box form, in order to search for a particular resident.

The **Exit** button will return you to the Main Menu.

Resident – Stipends



To add Stipends to Resident Accounts, click and add the information in the form, for each of the Residents the Stipend applies to, then click Post Stipends to add it to the account.

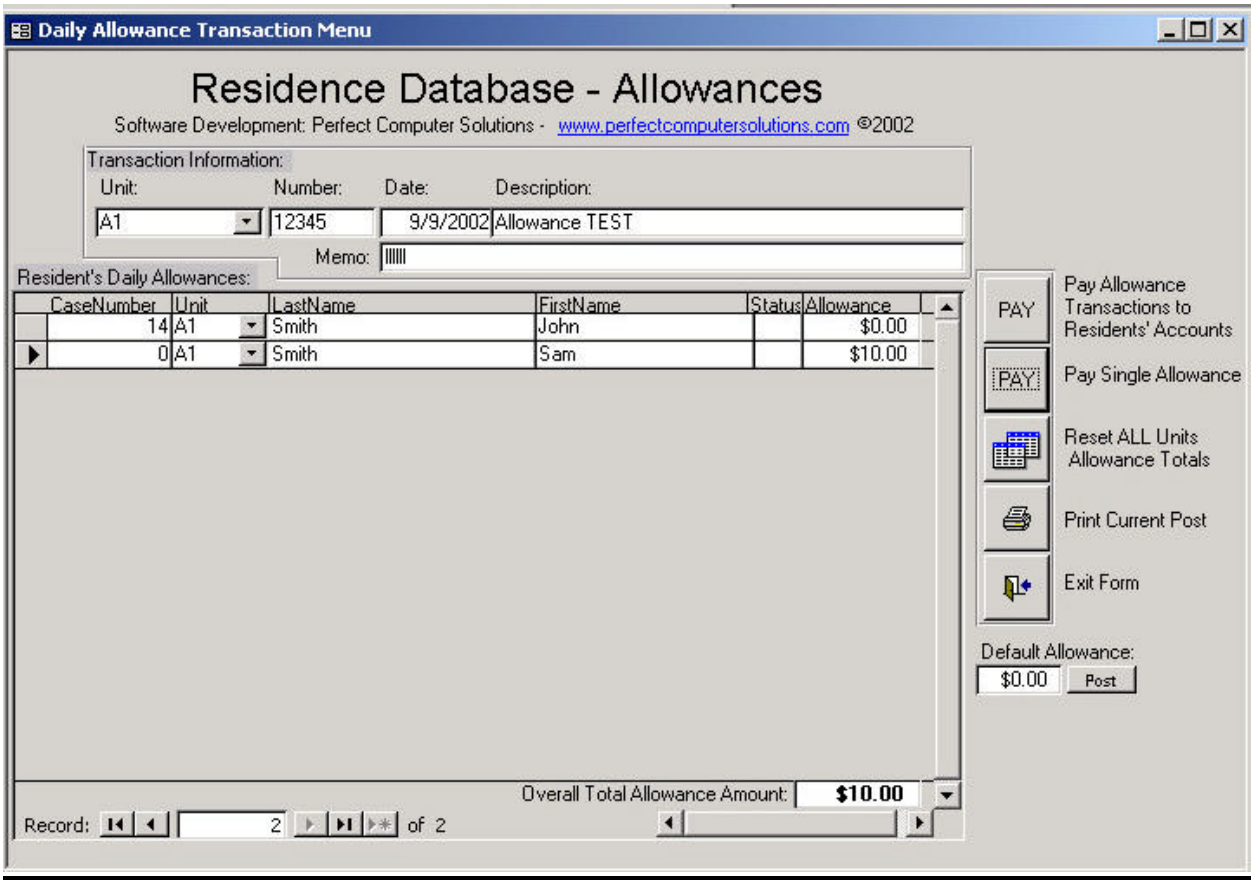
To delete, select the record, and hit the delete key on the keyboard.

Reset Stipends: This will reset this form to add new stipends.

Print Current Post: This will print out a report on the current post made.

Exit: Returns to the Main menu.

Resident – Allowances



Allowances is for adding Allowance transactions into the Application. There are two ways to do this: Either adding an allowance for a single resident, or for multiple residents all at once.

To Add Multiple Allowances: Click on an empty record field and start typing in information. When you are finished click the top pay button.

To Edit: Click on the record you wish to edit and simply change the information.

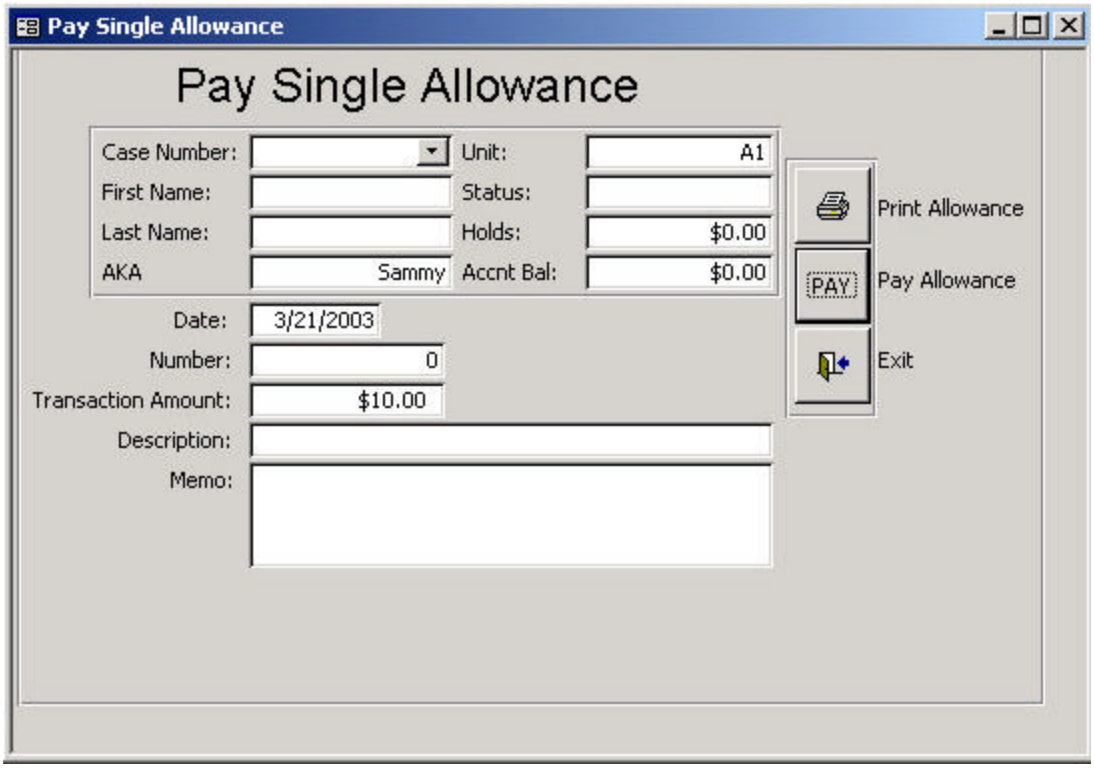
To Delete: Click in the grey area to the left of the record you wish to delete, it will turn a dark grey to show it has been selected. Then hit the delete key. To delete more than one record, hold the shift key down and click on another record. This will select all of the records between the two clicked on.

Reset Allowances: This will reset this form to add new Allowance transactions.

The **Print Current Post** button will print a report of the recent allowance transactions.

The **Exit** button will return you to the Main Menu.

To Add a single Allowances – Click the Single Allowance button, and another form will open.



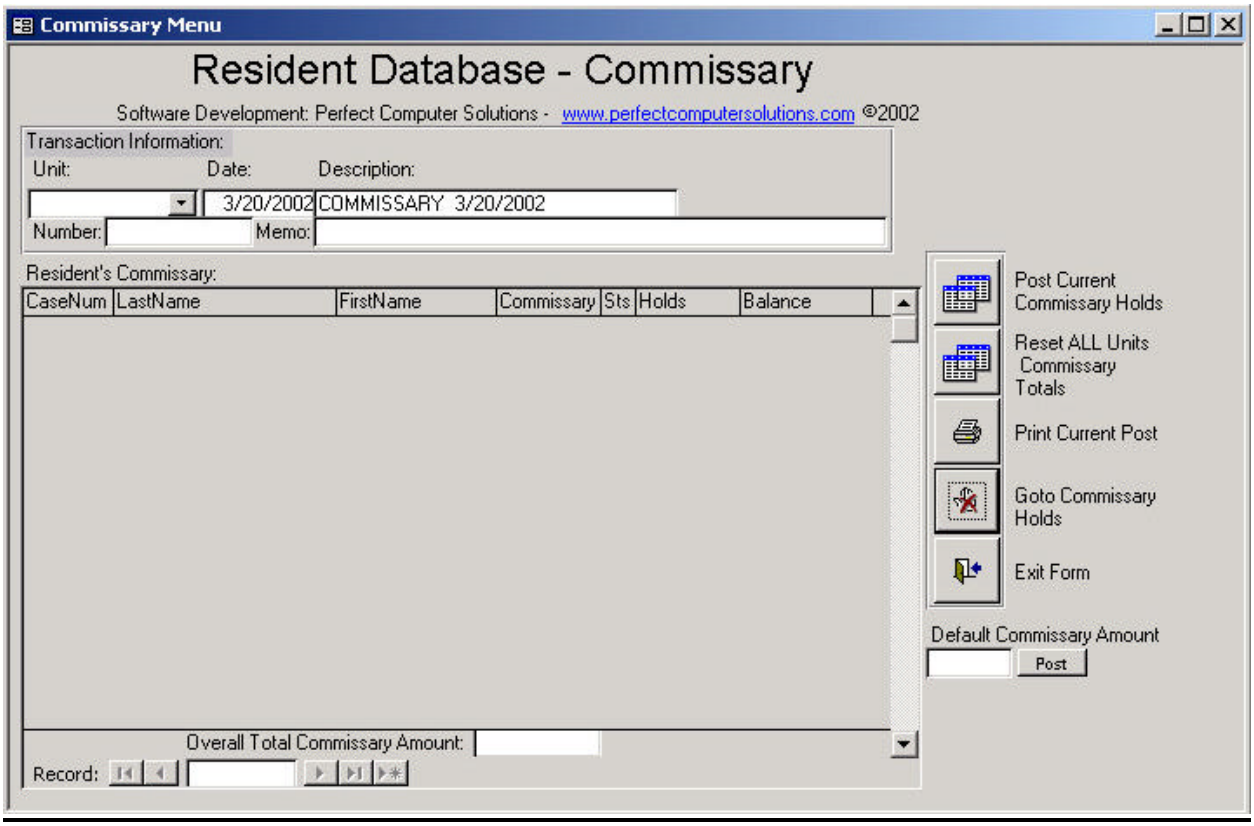
This form allows a single Allowance to be entered and posted.

Print Allowance – Will print a report for this allowance.

Pay allowance – will add this transaction to the account

Exit - Will return you to the main Allowance form.

Resident - Commissary



Commissary is for adding Commissary transactions into the Application.

To Add: Click on an empty record field and start typing in information. When you are finished click the post button.

To Edit: Click on the record you wish to edit and simply change the information.

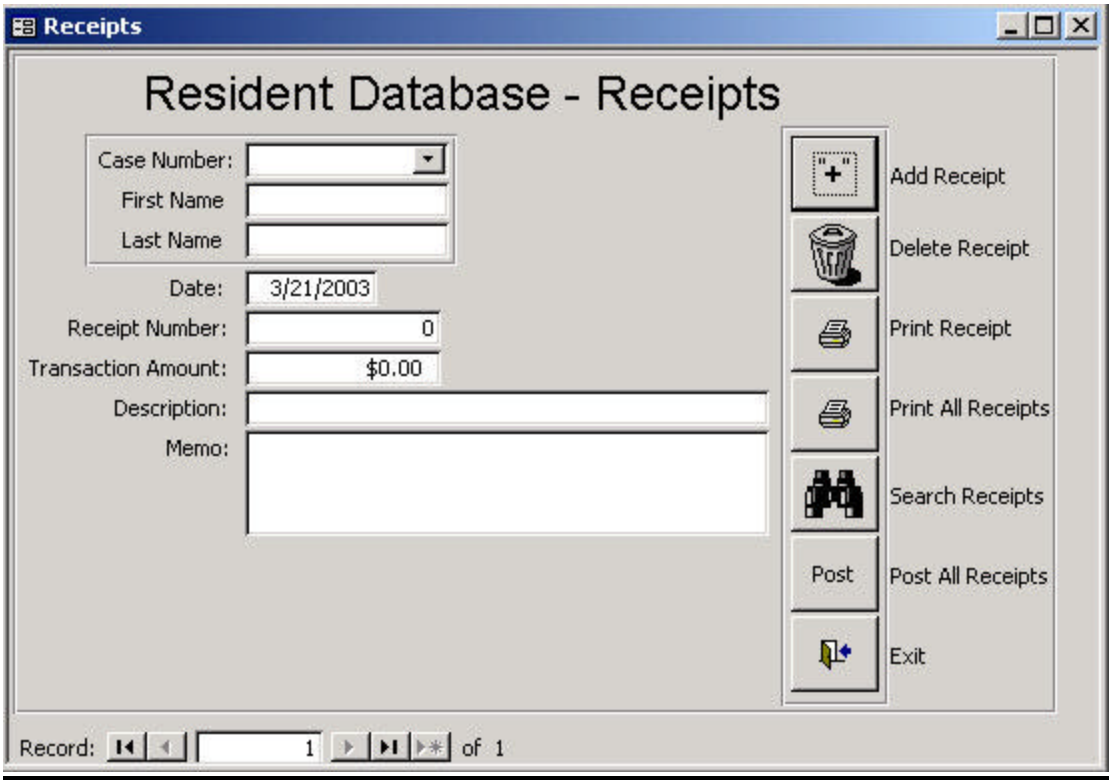
To Delete: Click in the grey area to the left of the record you wish to delete, it will turn a dark grey to show it has been selected. Then hit the delete key. To delete more than one record, hold the shift key down and click on another record. This will select all of the records between the two clicked on.

Reset: This will reset this form to add new Allowance transactions.

The **Print Current Post** button will print a report of the recent allowance transactions.

The **Exit** button will return you to the Main Menu.

Resident - Receipt Transactions



This is for tracking Receipts in the Application.

To Add: Click on the "+" button and an empty record field will appear, then start typing in information.

To Edit: Click on the record you wish to edit and simply change the information.

To Delete: Click on the Delete button to remove a record.

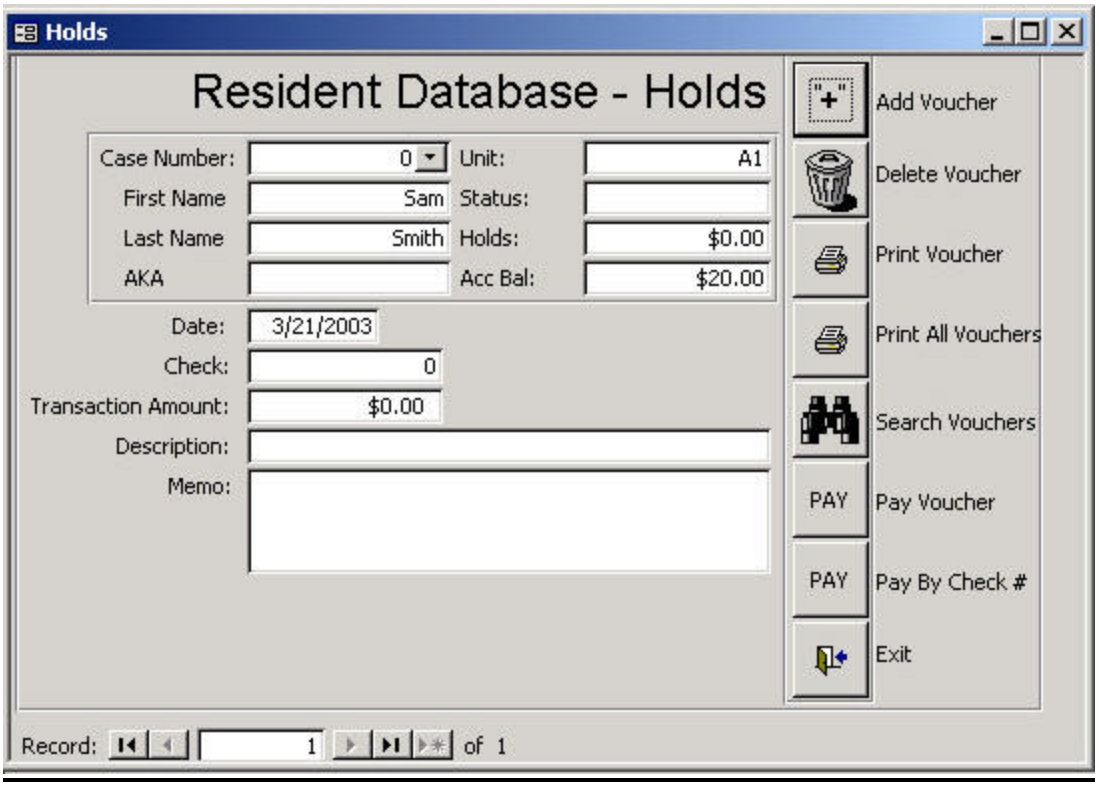
Print Receipt: This will print the current receipt record.

Print All Receipt: This will print all of the receipt records.

Post: This will post all the receipt transactions.

The **Exit** button will return you to the Main Menu.

Resident - Hold Transactions



This is for tracking Holds on Resident Accounts.

To Add: Click on the "+" button and an empty record field will appear, then start typing in information.

To Edit: Click on the record you wish to edit and simply change the information.

To Delete: Click on the Delete button to remove a record.

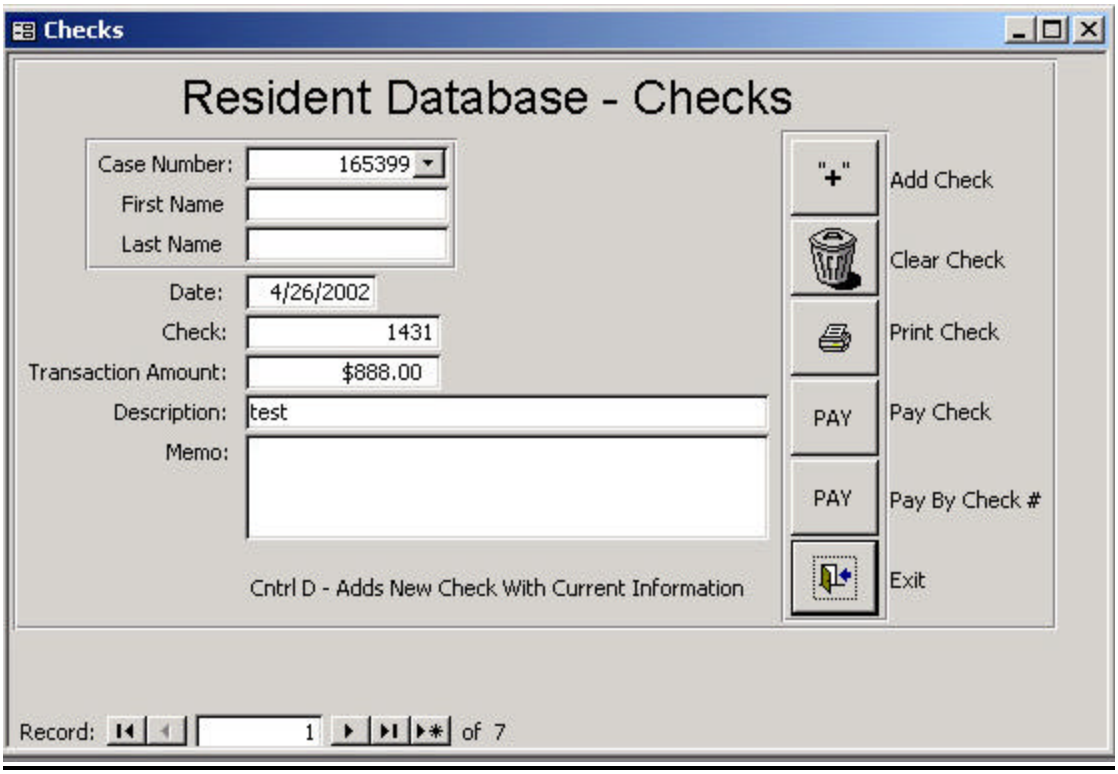
Print Voucher: This will print the current Voucher record.

Print All Vouchers: This will print all of the Voucher records.

Pay: This will pay the current Voucher, or pay by the check number.

The **Exit** button will return you to the Main Menu.

Resident - Post Checks



This is for tracking Checks to Resident Accounts.

To Add: Click on the "+" button and an empty record field will appear, then start typing in information.

To Edit: Click on the record you wish to edit and simply change the information.

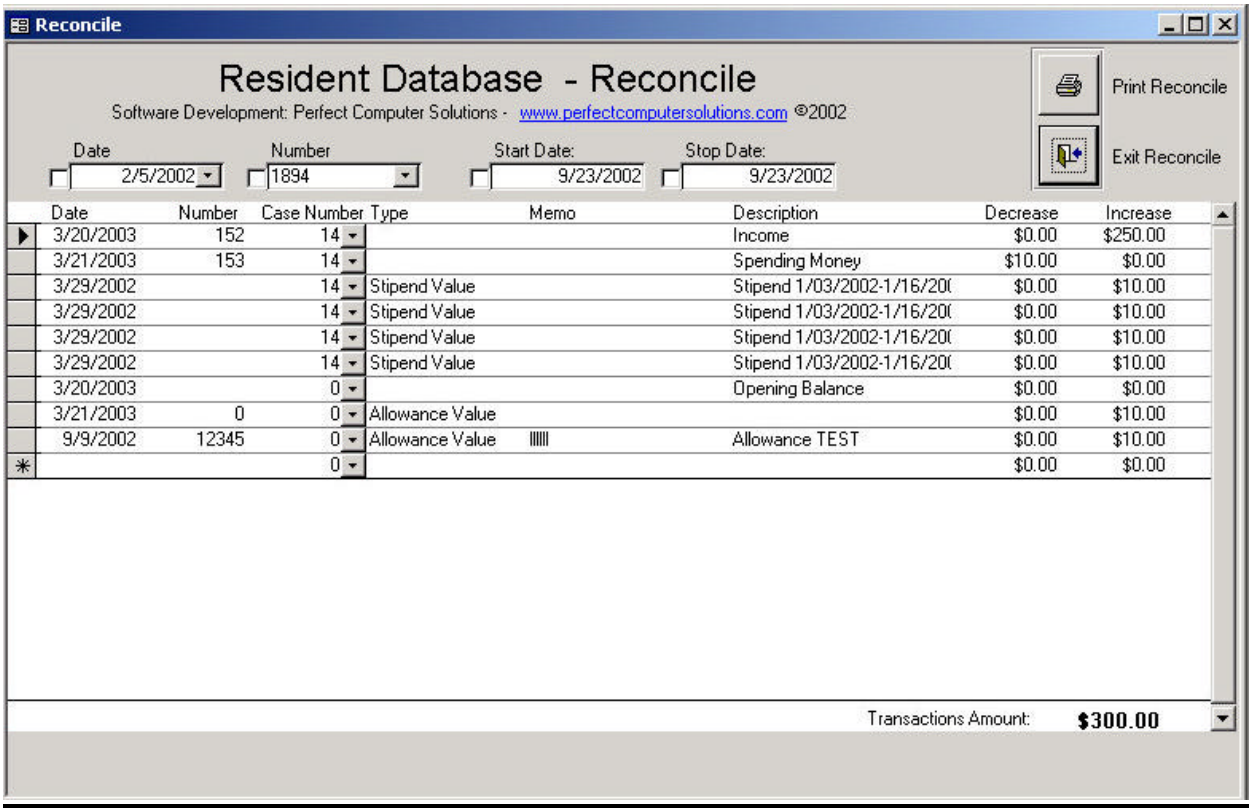
To Clear the Check: Click on this button to remove a record.

Print Check: This will print the current Check record.

Pay: This will pay the current Check, or pay by the check number.

The **Exit** button will return you to the Main Menu.

Resident – Reconcile


Reconcile
Resident Database - Reconcile
Software Development: Perfect Computer Solutions - www.perfectcomputersolutions.com ©2002
Print Reconcile
Exit Reconcile
Date
2/5/2002
Number
1894
Start Date:
9/23/2002
Stop Date:
9/23/2002
Date Number Case Number Type Memo Description Decrease Increase
3/20/2003 152 14 Income $0.00 $250.00
3/21/2003 153 14 Spending Money $10.00 $0.00
3/29/2002 14 Stipend Value Stipend 1/03/2002-1/16/20($0.00 $10.00
3/29/2002 14 Stipend Value Stipend 1/03/2002-1/16/20($0.00 $10.00
3/29/2002 14 Stipend Value Stipend 1/03/2002-1/16/20($0.00 $10.00
3/29/2002 14 Stipend Value Stipend 1/03/2002-1/16/20($0.00 $10.00
3/20/2003 0 Opening Balance $0.00 $0.00
3/21/2003 0 0 Allowance Value $0.00 $10.00
9/9/2002 12345 0 Allowance Value IIIIII Allowance TEST $0.00 $10.00
0 $0.00 $0.00
Transactions Amount: $300.00

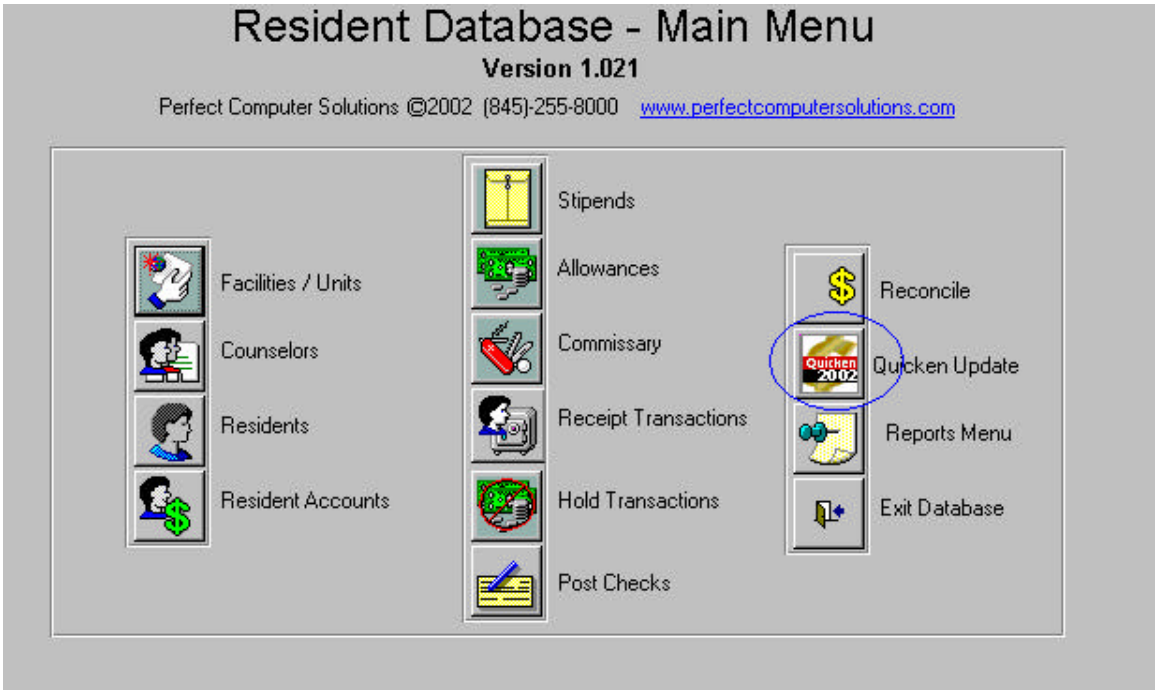
This form assist you in reconciling the Resident Accounts, it can filter by date, or number. For recordkeeping reconcile report can be printing.

Exit returns you to the Main Menu

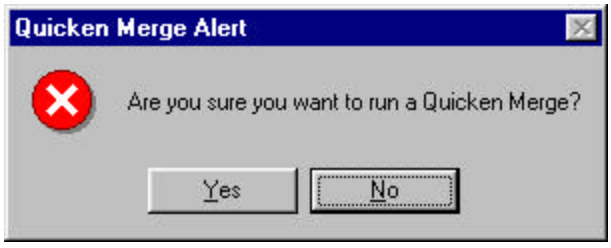
Resident - Quicken Updates

Quicken Import Instructions From PCS Resident Program

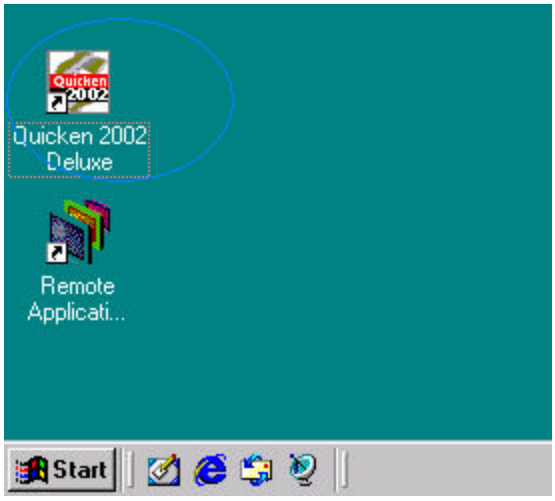
1. *First, open the Resident Database program and click on the Quicken Update Button on the Main Menu. (If you do not have Quicken installed or there are no transactions that are ready to export into Quicken you will receive an error. For a list of errors see section 1A – Errors.)*



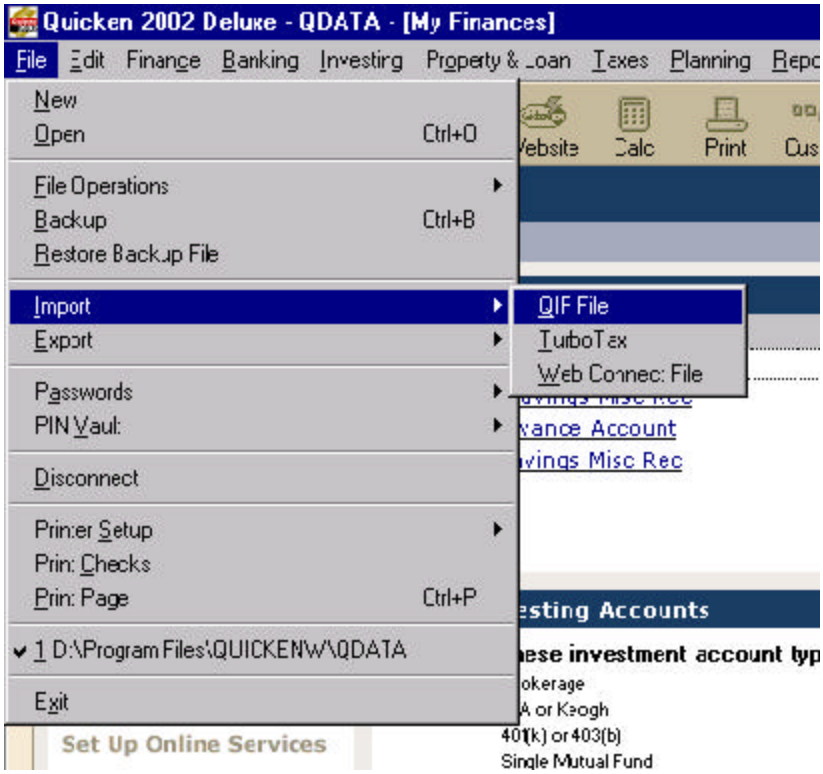
2. *You will be prompted for if you really want to perform a Quicken Merge. If you click no, the process will be cancelled. If you click yes, the data will be sent to a .QIF file ready for import into Quicken. Quicken will then automatically open.*



3. **First, find the Quicken icon on the desktop. Double-click this icon to open Quicken.**

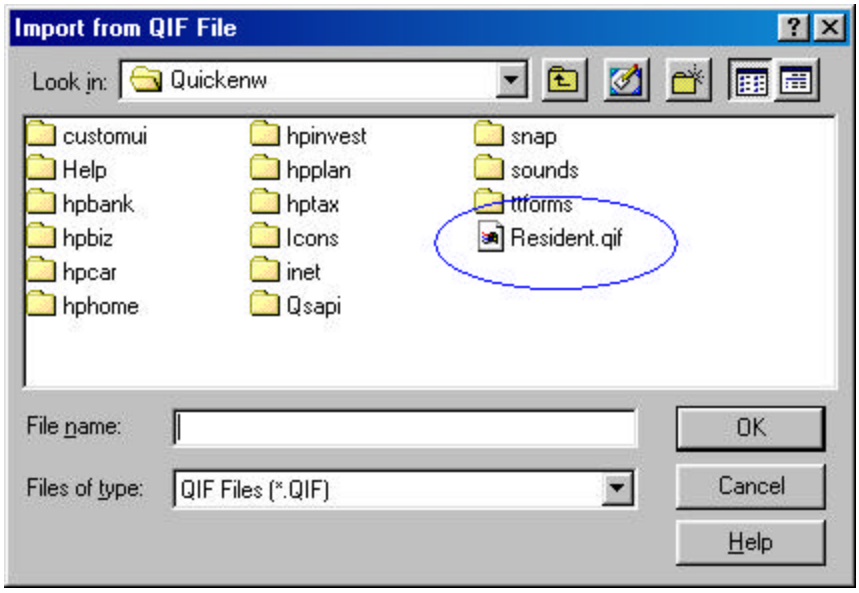


4. **Go to File on the menu on the top of the screen. Then click on the Import command and then click on Qif File on the menu that pops up on the side.**



5. **You will see the QIF Import box come up on the screen. Here you will select the account you want the transactions to go into. You can select the file you want to import from by clicking on the Browse… button.**

6. **If you click the Browse… button, a box will pop-up where you can pick the file that you want to import from. For example: in the box below, you would pick Tryon.qif from the appropriate location and then click OK.**

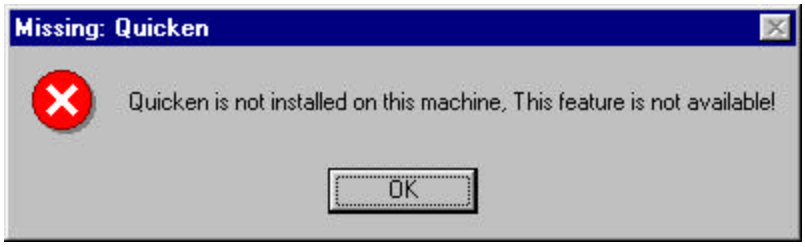


7. **You will then see the screen where the transactions show up and you can choose to import some, all or none of them.**

Quicken Import Instructions From PCS Resident Program

Section 1A – Errors

Missing Quicken:

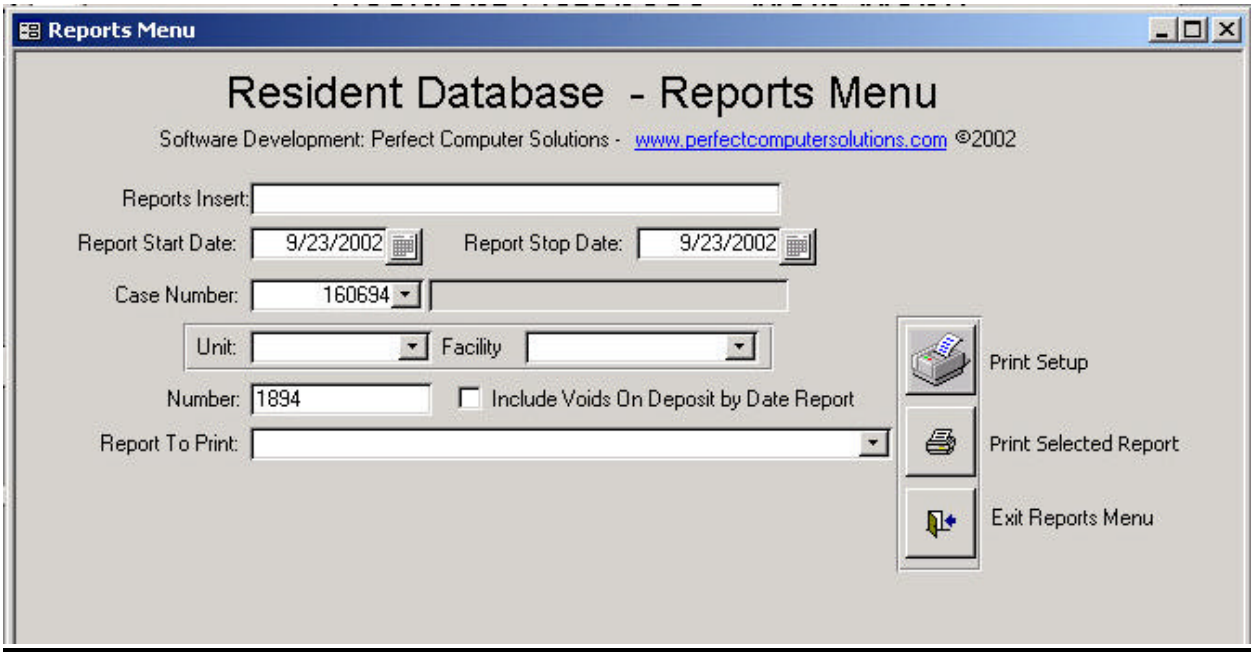


If Quicken isn't installed on your local machine, you will get this message. Please obtain a valid copy of Quicken and install it on you machine. If you get this message and you have tried to re-install Quicken then contact Perfect Computer Solutions for technical assistance.

No Updates:

If there are no new transactions available to merge with your Quicken accounts you will receive this message. Go to the Hold Checks Menu or Post Checks Menu in the Resident Database to add new transactions for export to a .QIF file.

Resident - Reports Menu



This is for printing out all of the overview reports. Here you can specify the title of the report (Reports Insert), Start & Stop Date of the report data, Case Numbers, Units, Facilities and specify which report to print.
Not all of this information is used in each report.

Print Setup: This is where you can set up, or change printer information. (Where you want the report to be printed)

Print: This will print the currently selected report.

The **Exit** button will return you to the Main Menu.

Perfect Computer Solutions, Inc.

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7. ACKNOWLEDGEMENT: YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU ALSO AGREE THAT THIS AGREEMENT IS THE COMPLETED AND EXCLUSIVE STATEMENT OF AGREEMENT BETWEEN THE PARTIES AND SUPERCEDES ALL PROPOSALS OR PRIOR AGREEMENT, VERBAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Should you have any questions concerning this Agreement, please contact in writing:

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New Paltz, NY 12561
Or via E-Mail: techsupport@perfectcompsolutions.com